



Our Mission:

Empowering people to discover their directions for life in a changing world

Residential Manager

Southeastern Directions for Life has an immediate opening for a full-time Residential Manager.

QUALIFICATIONS: Bachelor's degree in helping profession and a minimum of two years experience working with children and/or young adults who have disabilities, or equivalent to include at least 2 years college and 4 years experience. Prior supervisor experience preferred but not required. You must have a current driver's license, car insurance and a driving record acceptable to Southeastern's Insurance provider. You must pass a comprehensive criminal background check to include, fingerprinting, drug screening, Dept. of Social Services Central Registry check. Must have good computer skills.

JOB SUMMARY: A position designed to supervise all aspects involved in the operation of the residential facility and the staff in that residential area. Our mission is to "Educate and support individuals to discover their directions for life". This includes interviewing and training new staff, scheduling and facilitating effective working relationships between staff and the people supported. Maintain positive working relationships with other departments. Communicate with the family members of the people we support in an effort to maintain a positive relationship between them and other family members. You will act as an advocate for the individuals in communicating their needs, self expressions, & goals at times. Provide community interaction that is safe, clean and conducive to learning. Southeastern operates 24/7, 365 days a year, flexibility during emergencies and inclement weather is required. Must be able to work weekends and holidays when necessary and cover or fill in for open shifts. The Residential Manager is also responsible for the upkeep of the facility and all day to day operations.

ESSENTIAL JOB FUNCTIONS: Essential job functions include but are not limited to:

Professional Integrity and Growth:

Essential Job Functions: General

1. Perform in accordance with the policies and procedures of Southeastern Directions for Life.
2. Administer all aspect of position using good judgment and sound reasoning based on education and experience.
3. Participate in staff development activities to enhance professional skills and growth.
4. Maintain confidentiality.
5. Maintain a valid driver's license and a good driving record so as not to put Southeastern Directions for Life insurance in jeopardy.
6. Maintain positive rapport with staff and individuals within the agency.

7. Perform in accordance with the Core Values of the agency.
8. Complete necessary paperwork accurately and on time.

Program Development and Implementation:

1. Maintain a firm understanding of all programs for the people assigned for support, and assure proper implementation, documentation, and recording of data by your staff.
2. Participate in planning goals, coordinating services and attending staff meetings as necessary.
3. Responsible for weekly audits of each person's finances kept on site and the program's petty.
4. Monthly audits of individual's bank accounts.
5. Assure that staff is kept up to date with program changes, medical changes, and other concerns thru documentation on therap.

Supervision:

1. Provide supervision on site and in community, to ensure the overall operation of the program.
2. Interview, train and support Direct Support Professionals (RA & DSP's).
3. Provide monitoring and monthly staff meetings to ensure quality services.
4. Set up staff schedule and make sure all shifts are covered. Report to work on short notice in emergencies and fill in if coverage is needed. This requires flexibility with scheduling. Report concerns from staff and people supported to the appropriate person.

Please email resume and/or application to: hr@southeasternbh.org

Equal Employment Opportunity/Affirmative Action Employer Minority/Female/Disability/Veteran